



2425 Reedie Drive, 7th Floor
Wheaton, MD 20902
Phone: 311 in Montgomery County or (240) 777-0311
www.montgomerycountymd.gov/dps

Affix DPS Approval Sticker Here.
Include Inspector name, contact info
and additional project requirements.
Post this sheet to Back of First Page on
Approved Plans.

**COMMERCIAL BUILDING &
MECHANICAL INSPECTIONS PRE-
CONSTRUCTION MEETING NOTES**

A. BUILDING AND MECHANICAL INSPECTION SCHEDULING GUIDELINES:

1. DPS approved plans and documents along with all applicable deferred submittals, reviewed and approved by the registered design professional in responsible charge as shop drawings must be on site for inspector review. Any changes affecting Structural, Accessibility (ADA), Egress, Life Safety, or Mechanical Systems require a formal DPS Plan Revision submission and review.
2. Post permits conspicuously at building entrances. Schedule Inspections on-line or via 311 before 12PM for next day service. Always Provide contact information and suite/unit number when scheduling any inspection.
3. Check on-line or via 311 to verify the assigned inspector after 7:00 AM the day of inspection. Customers may then contact the inspector directly for an inspection time frame or to cancel any scheduled inspection(s).

Typical Building Inspections				
Y/N	Code	Inspection Type	Description	Pre-requisites approvals
	051	Footing/ Foundation	Footing/foundation reinforcing, & soil bearing (visual inspection)	Soils Testing if >2000 PSF (3rd Party, see Section C)
	054	Concrete Wall	Interior and Exterior	Wall Check ^t (074 for New/Addts)
	056	Masonry	Interior and Exterior walls	Wall Check ^t (074 for New/Addts)
	069	Concrete Slab	Concrete SOG, Framed decks/platforms	Underground/platform Plumbing & Electrical.
	042	Wall Bracing	Exterior - Structural Wall Bracing/Sheathing	Wall Check ^t (074 for New/Addts)
	070	Wall Close-in	Interior - Close-in (partitions & shafts) One-sided sheathing/drywall allowed. Pre-Rock	Wall Check ^t (074 for New/Addts) Plumbing & Electrical
	506	Energy Wall Close-in	Air barrier * & Wall Insulation Inspection. Spray thermal insulation requires pre-approval**	Wall close-in approval. (*Partial Inspection Fee) Framing/Bracing (070). (**3rd Party Cert/Letter needed)
	071	Ceiling Close-in	Close-in of acoustical and hard ceiling framing. Schedule with Mechanical	Plumbing, Electrical, Sprinkler (Hydro) & Fire Alarm (Low Voltage)
	504	Energy Ceiling Close-in	Ceiling Insulation Inspection. Spray thermal insulation requires pre-approval*	Ceiling Framing (071). (*3rd Party Cert/Letter needed)
	251	Final	Final Life Safety, Energy, Fire Prevention, & ADA	Final Plumbing, Electrical, Sprinkler & Fire Alarm

CUSTOMER ACKNOWLEDGMENT OF DPS PERMIT INSPECTIONS REQUIREMENTS:

GC/ Owner Name: _____ Signature: _____ Date: _____

COMMERCIAL BUILDING & MECHANICAL INSPECTIONS
PRE-CONSTRUCTION MEETING NOTES (continued)

			compliance check. Sched. with Mechanical	
--	--	--	--	--

† Any construction above the ground floor, requires a location survey (Wall Check). Submit the Wall Check to Zoning Review.

Affix DPS Approval Sticker Here.
Include Inspector name, contact info and additional project requirements.
Post this sheet to Back of First Page on Approved Plans.

Typical Mechanical Inspections				
Y/N	Code	Description	Types of Inspections	Pre-requisites approvals
	604	Hood	Type I Hood Inspection and grease duct light test*.	Third party structural reinforcement approval. (*300-Watt Bulb with blacked-out space.)
	606	Duct	Hard Duct Inspection for sizing and joint sealing prior to duct insulation application	
	608	Ceiling Close-in	Close-in of mech. systems, ductwork, & connections. Schedule with Building	Hydronic, Refrigerant & Fuel Oil piping pressure testing certification (see section B)
	651	Final	Final approval of equipment, and components. Schedule with Building	Final Plumbing, Electrical, Sprinkler & Fire Alarm

General Note: The inspector will disapprove/cancel the inspection(s) if any pre-requisite inspection requirements or trade close-in/final inspections are not approved, or inspections are not scheduled correctly. Repeat disapproval(s) is subject to a Re-Fee.

B. REQUIRED INSPECTION & TESTING REPORTS

The following inspection and testing reports are required for this project.

Y/N	Code	Inspection & Testing Report	Who is it submitted to?	When is it submitted?
	N/A	Third Party Inspection Certifications & Reports (see section C)	Inspector ^{tt}	Within 10 days of inspection completion
	TAB	Testing, Adjustment, & Balancing Report	Inspector ^{tt}	Building & Mechanical Final
	081 550	Commissioning & Green Building Reports	DPS.Commissioning@montgomerycountymd.gov	Submitted & approved prior to Building & Mechanical Final
	610	Mechanical Piping Certification To be completed by HVACR Master or PE	Inspector ^{tt}	At Building & Mechanical Inspection Ceiling Close-in
	069	Concrete Slab Repair Detail from Design Professional in Responsible Charge	Inspector ^{tt}	Prior to 069 inspection

^{tt} Hand deliver printed inspection certifications/reports to the Building Inspector at the next scheduled inspection.

Affix DPS Approval Sticker Here.
Include Inspector name, contact info
and additional project requirements.
Post this sheet to Back of First Page on
Approved Plans.

C. THIRD PARTY INSPECTIONS:

DPS Authorized 3rd Party Inspections: (circle all that apply) 044, 051, 053, 054, 056, 058, 059, 060, 061, 065, 068, 069, 072, 259, 502, 504, 506, 706. Provide final certifications and daily field reports at time of DPS Inspection. **Certifications & Field reports shall be printed and submitted to DPS Inspector within 10 days of inspection completion at the next scheduled inspection.**

Third Party Inspector

Company Name:

3rd Party Inspector Engineer of Record:

Geotechnical Inspector (If other than the 3rd Party Inspector above):

Company Name:

Geotechnical Inspector Engineer of Record:

D. DEFERRED SUBMITTALS

Definition IBC Chapter 1, section 107.3.4.1: Deferred submittals are defined as those portions of the design that are not submitted at the time of the permit application and that are designed by others (delegate engineer/ architect). The work of delegate engineer/ architect (deferred submittals) shall be reviewed and approved by the registered design professional in responsible charge (record professional) as shop drawings and shall be presented on site at the time of inspection. Shop drawing approval stamp shall read as “Approved” or “No exception Taken” not as “Make Corrections as Noted”

- Wood Floor/Roof Trusses
- Light gage metal (Cold formed steel) bearing walls and/or floor framing not designed by SER
- Steel Joists
- Cupola Design (Church)
- Stair, handrail, guardrail design
- Canopy
- Pre-Manufactured Buildings (Metal, precast, cold-formed, steel etc.)
- Hazardous Material Inventory Sheet and SDS information, to determine compliance with NFPA 1, NFPA 45, & International Building Code

COMMERCIAL BUILDING & MECHANICAL INSPECTIONS
PRE-CONSTRUCTION MEETING NOTES (continued)

- Other (Specify)

Affix DPS Approval Sticker Here.
Include Inspector name, contact info
and additional project requirements.
Post this sheet to Back of First Page on
Approved Plans.

E. USE & OCCUPANCY:

A Use and Occupancy Permit is required – Yes / No . Proposed Use Type _____.

Additional Use Type requirements: _____.

F. PROTECTION OF OPENINGS:

Rated wall/ceiling assemblies required by plan or Use Type – Yes / No .

Provide printed copy of approved through-penetration firestopping Systems Number(s) for proposed opening protection in rated assemblies at close-in inspection. This documentation should comply with ASTM E814 or UL1479, and include installation requirements from the product manufacturer.

Additional Inspector Comments:

DPS Contact Information:

Chris Allen, Field Supervisor for Building & Mechanical Inspections 240-447-0488

Chris Pittman, Field Supervisor for Electrical, Fire Alarm & Fire Sprinkler Inspections 301-370-3657

DPS Zoning for Wall Check submission:

Sergio Hurtado sergio.hurtado@montgomerycountymd.gov

Matt Makowski matthew.makowski@montgomerycountymd.gov